

Attendance & Punctuality Policy and Protocols (Please also read Appendix on Covid Related Absences)

Policy Reference Number	T15
Version	6
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Approved	Principalship: 24 Nov 2020 SLT: 2 Dec 2020
Issue Date	December 2020
Review Date	July 2021

A Rationale of the Policy

A.1 Attendance at lessons is crucial in supporting students to their highest possible achievement. There is a direct correlation between good attendance and student achievement rates, whilst poor attendance and poor punctuality disadvantages students. Being in all lessons and arriving on time is an integral part of the College culture and is a key skill that employers look for.

A.2 Attendance and punctuality are closely monitored. Students with good attendance and punctuality will be praised, whilst appropriate actions will be taken with students with poor attendance, or poor punctuality.

A.3 Teachers and Academic Coaches will record attendance on the register for all timetabled lessons, Coaching sessions and Supervised Study periods. The expectation is that registers are completed within the first half-hour of the lesson/session so live attendance information is available via Tyber.

A.4 This policy sets out the College-wide protocols for recording, measuring, monitoring and improving attendance and punctuality. New staff and students will be introduced to the policy and protocols when they start at the College. Existing staff will be reminded of the policy and protocols at the start of each academic year.

B Expectations regarding Attendance and Punctuality

B.1 Attendance

B.1.1 Students are expected to attend all lessons, arriving at the times designated on their timetable, and fully prepared to begin work at the start of the lesson. Students should not make routine appointments (e.g. dentist, doctor or optician) during College time.

B.1.2 Persistent poor attendance, without valid reason, or poor punctuality will be treated as a disciplinary issue.

B.2 Punctuality

All students are expected to be on time for lessons. If an unavoidable lateness arises, the following procedure applies:

- student should knock once and wait; he/she will be allowed in at a convenient point so that the learning of the rest of the class is not affected;
- student should be prepared to start work as soon as he/she is admitted to the classroom;
- student should be directed to a specific seat and given an appropriate task;
- students will be asked, at an appropriate point in the lesson either to explain the reasons for lateness or to complete a Late Slip to record the reason for lateness.
- Teachers/coaches should mark the registers accordingly – L for late arrival up to 10 mins after the lessons has started and V for 10 minutes or over.

B.3 Holidays in term time

The clear expectation is that no holidays are taken in term time. If a student indicates that they are considering this, they should be advised that:

- The College does not authorise absences of this nature and that they would be register marked with a zero.
- If the student is still adamant about taking time out, they should be directed to write to the Principal at least six weeks in advance of the period of absence. The Principal will reiterate that the College does not authorise term time holidays as educational research has shown that any absence has a detrimental effect on a student and could result in them failing to make the progress they should. The Principal will also make it clear that it is the responsibility of the parent/guardian/student to make sure that they catch up on all the missed work and that they submit any homework, assessments or other work that has been set.

C **Student Absence**

C.1 All students should endeavour to attend all lessons and other directed commitments. If an unavoidable absence arises, the following procedure applies:

- Either the student or parent should inform the College on the first day of absence via Tyber giving the reason and an indication of the length of absence. If the student or parent is unable to access Tyber, they should contact the College on 0121 709 7808 giving details of absence.
- For unavoidable appointments during the College day, written confirmation must be provided to the Academic Coach.
- If a student leaves the College premises for any reason, (e.g. feeling unwell) he/she must sign out on Tyber, or tell College reception.

C.2 Challenging the reason for absence

C.2.1 The College may challenge the reasons for absence or seek additional evidence if there are concerns regarding attendance. Medical evidence may be requested when:

- attendance is less than 85%;
- there are frequent odd days absence due to reported illness;
- there is a pattern of non-attendance, (the same lessons or days are missed regularly);
- the same reasons for absence are frequently repeated.

C.2.2 Where there is a particular medical problem, the College will need evidence to agree the best way forward. Medical letters and notes may be scanned into Tyber private notes. In serious cases, the Fitness to Study Policy may be used to determine the best course of action.

D **Monitoring and Reporting Attendance**

D.1 Daily

Teachers have the primary responsibility for attendance of students in their classes and will note missed lessons, poor attendance and patterns of non-attendance. Students will be challenged about non-attendance and poor punctuality (see Actions to Improve Attendance section). Academic Coaches also monitor student attendance and non-attendance across all a student's subjects and poor attendance or poor punctuality will be challenged.

D.2 Weekly

Summaries of register data will be circulated each week:

- Reminders of unmarked registers will be sent to Curriculum Leaders and Assistant Principals. Staff are expected to complete them within two working days;
- Lists of classes and students with low attendance during the previous week will be sent to Curriculum Leaders and Assistant Principals. These will be regularly monitored in team meetings and appropriate actions agreed.
- Lists of students showing the percentage attendance for the previous week and the year to date attendance percentage will be sent every week to Academic Coaches, Progress Managers and Assistant Principals. These will be monitored at the weekly meeting and appropriate actions agreed.

D.3 Monthly

The monthly data booklet is circulated to Principalship, Assistant Principals and Curriculum Leaders.

D.4 Half-termly

Automatically generated letters/emails will be sent to parents of students whose attendance has been below 85% during a half term period.

D.5 Termly

A report analysing attendance (by month, course type, gender and ethnicity) is produced four times a year for SLT and the local governing body

E Actions to improve Attendance

E.1 Class teachers have prime responsibility for monitoring attendance and challenging non-attendance of students in their classes:

- If a student has poor attendance or punctuality the teacher should verbally challenge and reprimand him/her;
- A teacher should not post more than two concerns about attendance or punctuality without moving to the student commitment process;
- Teachers may contact home;
- Where a student still fails to improve attendance or timekeeping, the next step of the student commitment process should be triggered. The teacher should liaise with the Curriculum Leader and the Academic Coach as appropriate.
- Where issues are identified by an Academic Coach, they should liaise with the subject teacher(s) and Curriculum Leader(s). They should arrange a 1:1 with the student, commence the commitment process and contact parents.

E.1.1 Contacting home

During the first two weeks of teaching, any Year 12 student missing a lesson will be phoned at home. In the first two weeks, the phone calls to Year 12 students will be made centrally. After this, the responsibility for phoning passes to the class teacher, or where there are concerns across subjects, the Academic Coach. Please ensure that communication with Parents is recorded on the student's Tyber record.

E.1.2 Returning after an absence

When a student has been absent for over one week without reporting it, the Academic Coach should conduct a return to College interview before the student returns to classes, and record the key points and agreed outcomes on Tyber.

E.1.3 Involvement of Education Welfare Officers (EWOs)

Referrals for persistent absentees and students with insufficiently explained absences, can be made to the EWOs via Anne Hall, the Attendance Officer. EWOs will either make contact with students here at College and/or go to their homes.

E.2 Rewarding good attendance

- Students who achieve 100% attendance during a term will receive an Attendance Certificate. Students who achieve 100% attendance during two terms, i.e. autumn and spring terms in any one year, will receive an Attendance Certificate and will be awarded a Commendation from the Principal.

ATTENDANCE & PUNCTUALITY PROTOCOL Notes on Register Marks

The only marks that should appear on registers are as follows:

Mark	Meaning
/	Student present in class
R	Student/parent has reported the absence on Tyber. This mark can also be inserted by Central Admin if the student/parent telephones College. It should not be overridden by teacher or Academic Coaches
O	Student not in class. If the student has already reported the absence on Tyber you will see the R already in place – please do not overwrite with O
L	Student arrived late in class. Please note that times on the timetable should be interpreted as the start times of lessons. “L” should mean the student arrived after the start time but within the first 10 mins
Y	In this exceptional year, where students are reporting absence due to Covid 19 it will show on the register as a Y. Teachers or Academic Coaches should never enter a Y mark nor should they override the Y mark. All Y marks will be followed up centrally.
V	Student arrived more than 10 minutes late
X	<p>Student was not in class, but was on a College organised activity or had been told or given permission by the College to not attend. This should be used when, for example, the student:</p> <ul style="list-style-type: none"> • is on a field trip or other arranged activity out of College e.g. BTEC work experience • is on a university interview or compulsory applicant day (NB this only applies to occasions when the student is invited to the university. If a student chooses to go to an open day so that they can investigate their options before completing the UCAS form, this is absence O or R) • is on apprenticeship/employment interviews or attending apprenticeship/employment assessment centres • is taking an exam • is taking part in an agreed religious festival • is not required in a particular lesson, e.g. because the lesson is devoted to one-to-one support for completion of portfolios • has completed the course, e. g. where a year 13 student has been doing an AS course and does not return after the exams at the end of the summer term • has been temporarily excluded from College. • is involved in high performance sport as approved by Principalship <p>Clearly, you can only use this mark if you have been properly informed, although you can amend the register later if you need to. It is the student’s responsibility to ensure that the Central Administration Office and their teachers are properly informed.</p>

In addition, you will see the dash below appearing on registers, but these will only be inserted by MIS.

-	Lesson did not take place. This would be used on staff training days, or when the College closes early at the end of term or starts late after Open Day. In these cases, the mark will be entered on all registers centrally.
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No other marks should appear on registers.

ATTENDANCE & PUNCTUALITY PROTOCOL Student Lateness Policy

- **You are late if the lesson has already started** and the door is closed.
- Knock **once** and wait. The teacher will let you in at a convenient point so that the learning of the rest of the class is not affected.
- Get your books, folder and pens ready whilst you are waiting to be seen.
- Sit where the teacher **directs** you to sit which is likely to be at a seat close to the door.
- At an appropriate time in the lesson, you will be asked by your Teacher or Academic Coach either to explain your lateness or to complete a **Late Slip** to record the reason for lateness.
- If group work has started, you may be expected to work alone and given a different task to do.
- You will be expected to work independently to catch up on any work missed.
- Poor punctuality (3 late marks) will result in a **Commitment Interview**.

LATENESS SLIP

Date	
Your Name	
Name of your Academic Coach	
Lesson (subject)	
Lesson start time	
Your arrival time	
Reason for lateness	
Signed: Student	
Signed: Teacher	

Appendix to Student Attendance and Punctuality Policy – Sept 2020

Management of Student Covid Related Absences Information/Guidance for Teachers and Academic Coaches

How does a student report Covid related absences?

Within the menu for reporting absences a Covid category has been created. This is what the student will see and use to report Covid related absences.

Give reasons for the Absence

- Covid 19
- University Visit
- College Trip
- Driving Test
- Medical appointment
- Illness
- Holiday
- Other reason

Reason detail (if they tick Covid Box)

- Self Isolating – underlying serious health issues
- Self Isolating – contact with symptomatic person
- Self isolating – cough/fever
- Self Isolating - contact with a person who has tested positive
- Confirmed case – mild infection
- Confirmed case – serious infection

How will I know if students in the college have tested positive for Covid 19?

The method by which a student notifies the college of self-isolating for any reason involves a record being placed on Tyber as above, so this will be most obviously indicated to you by a Y on your class register for anyone you teach/coach. Clicking on a student's attendance tab and then hovering on the Y mark brings the narrower reason detail, as above.

Can a teacher or academic coach put in a Y?

No, a teacher or academic coach should never put in a Y.

What should I do if I am contacted directly by a student to report a positive case/direct contact with a positive case?

If a student messages or phones you directly to tell you that they have Covid 19 or that someone in their household has tested positive but they have not reported it on Tyber, tell the student to do so.

If they have tested positive tell them to phone reception as well. Please also pass the message and any information you have promptly by email to Anne Hall, our attendance officer to follow up.

Are cases being centrally tracked?

Yes. The list of students who have reported their Covid status is monitored throughout the day, with action taken on new reports, by the attendance, the Education Welfare officers and the Health and Safety Officer.

What does this action involve?

The student is spoken to, in order to gain as much context as possible. In the case of self-isolation, sensitive enquiries are made as to the validity of the reasons given for isolation. In the case of a positive test, students are asked to supply the names of students (and staff where applicable) with whom they have had close contact. Teachers who have taught the student within 48 hours of symptoms or a positive test will also be asked for their input in terms of movement, if any, within the classroom, and if the teacher has had close contact with the student. Any student who has been identified as a contact will be followed up by the Attendance officer. All information is immediately shared with our local Public Health England by our Health and Safety Manager, Kevin Shingler. They review the facts, establish the period of infection and assess the risk. PHE look at the 48 hours before the symptoms started or if symptom free from the date of the test where they tested positive. It is PHE who decide what action is taken next and we will follow their advice and notify the relevant people.

Who is considered a contact in a school/college setting?

A contact is defined as a person who has had contact (as described below) at any time from 48 hours before onset of symptoms (or test if asymptomatic) to 10 days after onset of symptoms (or test):

- a person who has had face-to-face contact (within one metre) with someone who has tested positive for coronavirus (COVID-19), including:
 - being coughed on, or
 - having a face-to-face conversation, or
 - having skin-to-skin physical contact, or
 - any contact within one metre for one minute or longer
- a person who has been within 2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes
- a person who has travelled in a small vehicle *with* someone who has tested positive for coronavirus (COVID-19) or in a large vehicle *near* someone who has tested positive for coronavirus (COVID-19)
- people who spend significant time in the same household as a person who has tested positive for coronavirus (COVID-19)

A person who wore appropriate PPE or maintained appropriate social distancing (over 2 metres) would not be classed as a contact.

Therefore: a teacher or coach who has remained apart from their class (i.e. within the box or similar) and taken precautions when moving closer to students (i.e. using a face covering) is unlikely to be required to self-isolate.

Can the siblings of a student who has been told to self-isolate because they are a close contact of a case attend College?

Yes, other household members of the contact do not need to self-isolate unless the student or staff member they live with in that group subsequently develops symptoms.

Will I and/or the whole class have to self-isolate if a student in it tests positive?

Not necessarily, but this is a decision for Public Health England and is determined by the facts on a case by case basis. We have learned recently for example, that the more rigid a seating plan, the smaller the number of students that are likely to be required to self-isolate. Those teachers and academic coaches who are not doing so already should from now on implement rigid seating plans.

A teacher/academic coach who has remained apart from their class (i.e. within the box or similar) and taken precautions when moving closer to students (i.e. using a face covering) is unlikely to be required to self-isolate.

How will I know if a student has been ordered to self-isolate by the College?

If we instruct individual students or a class of students to self-isolate we will ask them to record their absence due to contact with a confirmed Covid case on Tyber. We will also check to make sure they have done so, so when you hover over the register Y you will see the reason.

Why are other schools sending whole year groups home?

This will have been decided by Public Health England based on the facts. There is no limit on PHE's recommendations, which could range from 'no action needed' to the type of wider scale interventions referred to in this question. The College will follow all PHE's recommendations on every occasion.

How are students that are quarantining on return from holidays recorded?

Students who have reported that they are quarantining on return from a holiday are marked as an R (reported absence) on the registers.

What do I do if a student develops one or more COVID symptoms during the day and tells me they are unwell?

- Keep them kept 2 meters away from everyone (*managed in a caring, calm and understanding way*)
- Call reception and ask for a first aider
- If suspected COVID, the student will be quarantined until collected
- Then they are instructed to:
 - Isolate for 10 days (*unless they test negative, have no symptoms for a 48 hour period & feel well*)
 - book a test & inform the college of the result
 - Ensure everyone in their household isolates for 14 days

Symptoms of Coronavirus: a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste (*i.e. a runny nose alone is not a symptom of COVID, although a high temperature as well could be*)

I have a student who is self-isolating because of very serious health issues. On the register she is showing as a Y but should I be marking her present as she is attending virtually?

No please do not change the register mark. Whilst the College is fully open, the register records those students who are physically present in lessons or not.

Do track and trace contact the College if they are made aware of cases?

Not necessarily which is why we are following up on all of the reports we are getting from students about why they are self-isolating.